

# ***Installation Management Agency (IMA)***

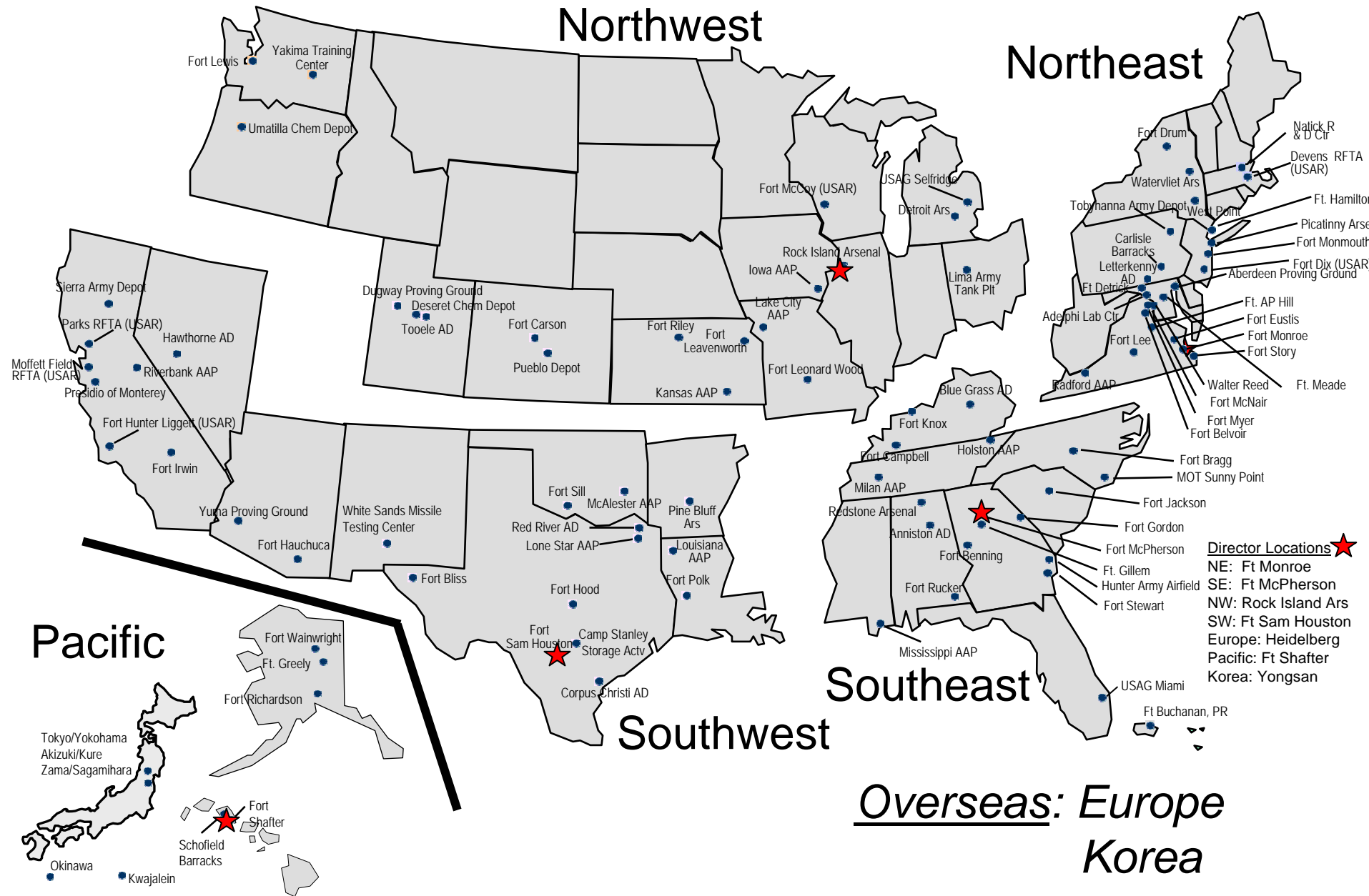
# ***History***

- **Secretary of the Army chartered a top-down review of HQDA -- 19 Jun 01**
  - Transform headquarters into streamlined, integrated staff
  - Eliminate overlap, duplication of functions
  - Reduce layers
- **Reviewed:**
  - Headquarters management, operations, training and education
  - Requirements development
  - Acquisition and logistics
- **Installation Management**
  - Resource allocation
  - Personnel
  - Information Management
  - External Affairs
  - Compliance
  - Civil works
- **Secretary of the Army approved the transformation of installation management concept -- 3 Oct 01**

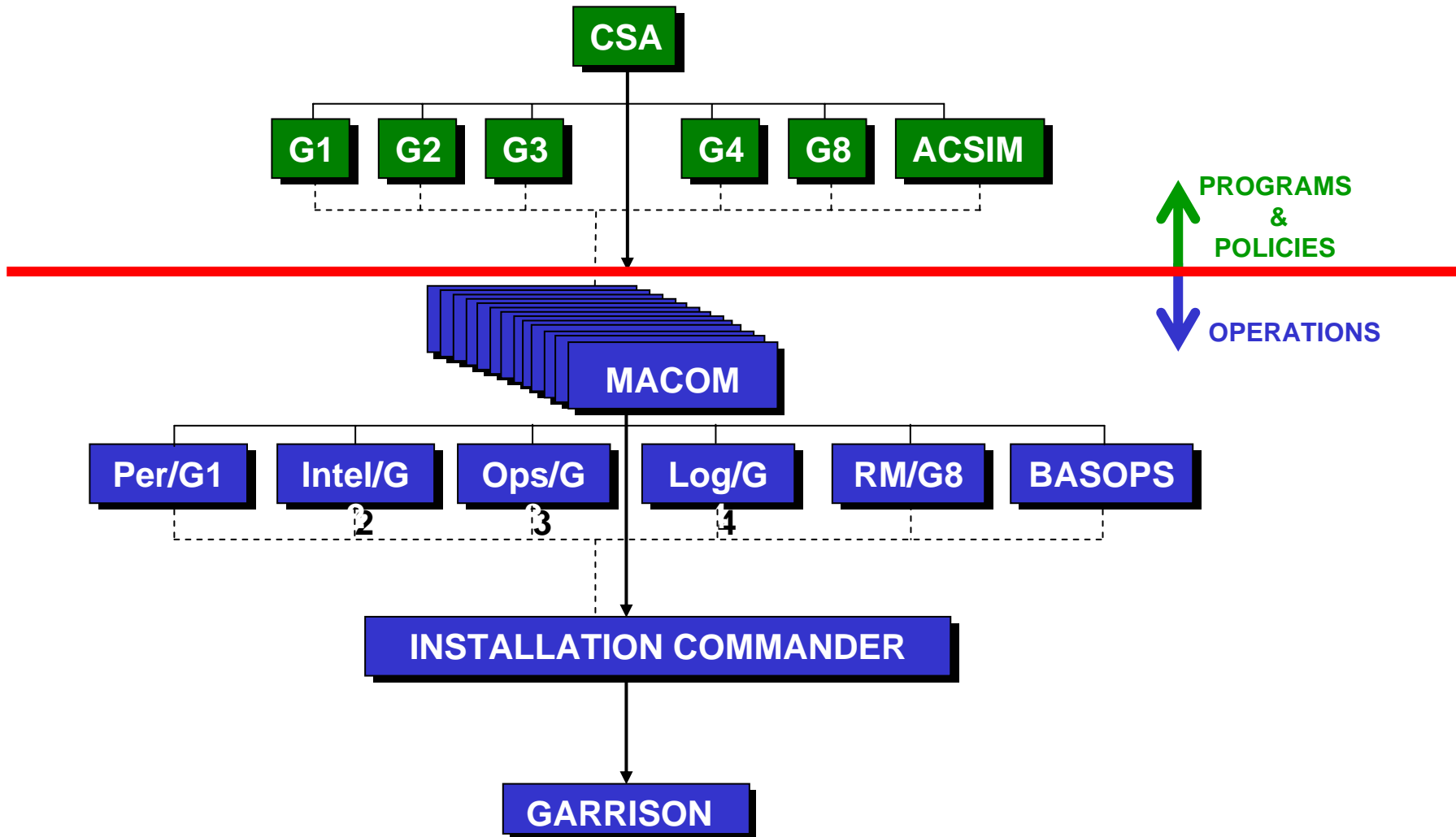
# ***Why Change?***

- **Provide corporate structure focused on installation management**
- **Support & Enable Mission Commanders**
- **MACOM Commanders' influence through Installation Management Board Of Directors (BOD)**
- **Eliminate migration of Installation Support dollars (BASOPS, Envr, Family Programs, Base Commo, SRM)**
- **Achieve regional efficiencies**
- **Provide consistent and equitable services via “standards”**
- **Integrate Reserve Components**
- **Enhance Army Transformation**
- **Support Information Technology and Contracting centralization**

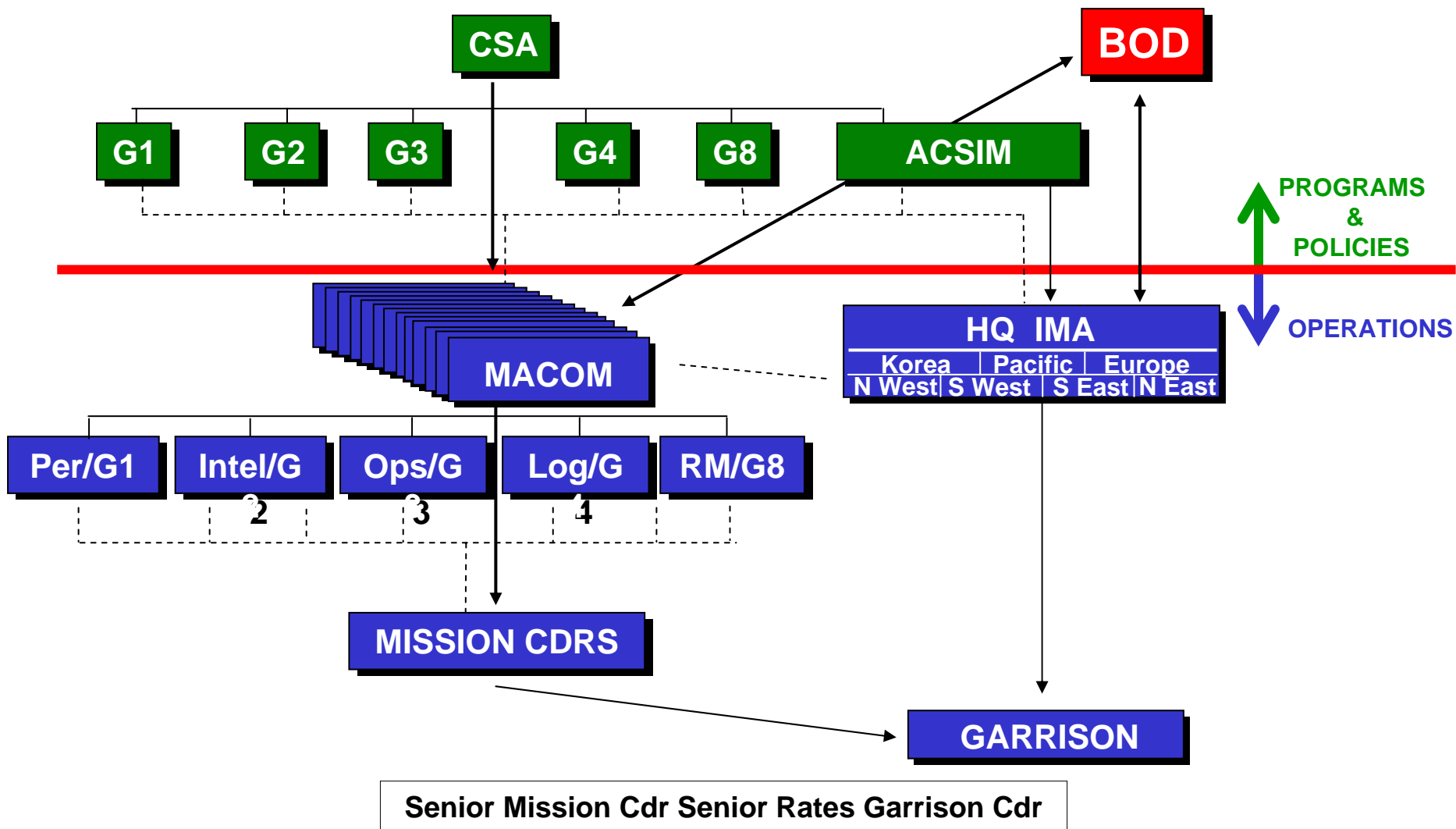
# Installation Management Regions



# Today's Structure



# *Installation Management Agency*



# ***How Will We Get There?***

- **TWO PHASES:**
  - **Phase I: Employees assigned to Headquarters Installation Management Agency and the Regions, 06 Oct 02, 3 or 10 Oct 02 for NAF**
  - **APF employees currently working for a MACOM installation management function transferred to an IMA region with:**
    - ✓ **No geographic changes initially**
    - ✓ **No change to title, pay plan, series, grade**
- **Phase II: Realign the IMA regions and headquarters based on end state requirements**
  - **Affected employees begin geographic moves to the new Installation Management Agency regions or headquarters (where necessary), conclude Oct 04**
  - **Installations will be realigned into the IMA structure, NLT end FY03**

# ***Headquarters IMA***

- **Management Agency at DA level**
- **Work not previously performed at MACOMs/MSCs**
- **Positions filled through competitive recruitment**
- **Army employees encouraged to apply**



# ***IMA Regions***

- **Oversee and manage installations within their geographic area of responsibility, e.g., SE Region – 26 Installations**
- **Work previously performed at MACOMs/MSCs**

# ***Transfer of Function (TOF)***

- **Transfer of Function process used to stand up region**
- **Definition of TOF:**
  - **Transfer of Function occurs when the work of one or more employees is moved from one competitive area to another. The work ceases in the losing competitive area and continues in the new competitive area.**

# ***Transfer of Function for Nonappropriated Fund***

- **A NAF transfer of function is the transfer of a continuing function from one NAFI and its addition to one or more other NAFIs.**
- **A function is transferred when it disappears or is discontinued at one location and appears in identifiable form in another location.**

# ***Competitive Area***

**A competitive area (Does not apply to NAF) is a geographic or organizational area in which employees compete in reduction in force (as established by management).**

**Examples:**

- **Garrison at an Army installation**
- **Headquarters of a Major Command**

# Identification of Positions and Employees

- **The losing competitive area is responsible for identifying positions and employees to be transferred**
  - **MACOM/MSC**
- **To identify employees to be part of the transfer**
  - **See next slides**

# Identification of Employees - Method 1

- **Employee performs the function being transferred at least half of the time**

**Or**

- **Regardless of the amount of time, the function includes the employee's grade-controlling duties**

# Identification of Employees - Method 2

- **Used when method 1 doesn't apply:**
  - **Employee's duties are performed in both the gaining and losing activities, or**
  - **More than one employee performs the function**
- **Retention standing is used to identify who will be transferred**
  - **Inverse retention standing normally applied (lowest standing employees identified first)**

# **Factors in Determining Retention Standing**

- **Tenure**
  - Career, Career-Conditional, others...
- **Veteran's Preference**
  - 30% disabled, preference, non-preference
- **RIF Service Computation Date**
  - Adjusted for performance credit



# ***NAF Employees***

- **NAF employees currently working for a MACOM MWR management function will be transferred to an IMA region**
  - **No geographic changes initially**
  - **No change to title, pay plan, series, grade**
- **Regional staffing levels may need to be adjusted after October 2002**
  - **Affected employees will be advised of options at that time**

# **NAF Factors in Determining Retention Standing**

- **Performance**
  - Determined by the last two performance ratings
- **Tenure**
  - Creditable service

# ***Other Situations***

- **Temporary employees: will not transfer**
- **Temporary promotions: are terminated prior to the transfer of function**
- **Employees compete based on their permanent position**
- **Overseas employees: are notified if their CONUS position is affected**
  - **Return rights to obligated positions**

# ***Other Situations***

- **The TDAs for the Regional Offices will contain positions designated as “temporary over hire”**
  - **This will facilitate movement of employees during the October 2002 TOF**
    - ✓ **No change in pay plan-series-grade**
  - **Will not affect retention standing or competitive appointment**
- **“Reshape” in FY 03 and FY 04 will bring employees into line with the IMA TDA**
  - **Volunteer moves, merit promotion and management directed reassignments**

# ***Results of Phase I***

- **MACOM spaces and employees will move to IMA regions**
- **Employees identified to move will be associated initially with the IMA region in which they are physically located**
- **No changes in title, pay plan, series, or grade**

# Phase 2

- **Appropriate staffing levels for IMA regions and headquarters will be addressed**
- **Fill positions by:**
  - **Volunteers (canvass letters will be issued)**
  - **Directed reassignments**
  - **Recruitment**

# Phase 2 (Continued)

- **Reassignments to be based on:**
  - **Mission requirements**
  - **Cross-leveling of skills**
  - **Cost**
  - **Employee preference**
- **VSIP/VERA**
  - **May be used if excess employees**
  - **Dates to be announced after that decision is made**

# ***We Plan to Take Care of People***

- **We are currently identifying individuals who are involved in installation management for realignment to IMA**
  - **Completion date is 12 July 2002**
- **Each employee identified will receive a Transfer of Function letter**
  - **APF – 25 Aug 2002; NAF – 15 Aug 2002**
  - **Letter will state IMA Region, position title, pay plan, series and grade of position**
- **IMA and the Civilian Personnel Program are working closely with DFAS to assure continuity of pay and benefits during the realignment process.**



***This Will be a Good Transition  
for Everyone!***

What are your  
questions?